
3300 Eldercare

3301 Overview

Eldercare activities and services are consistent with the intent of the Older Americans Act and the mission of the Area Agencies on Aging to foster the development of comprehensive and coordinated service systems for all older individuals. The Aging and Adult Administration encourages Area Agencies on Aging to enter into contractual relationships with private sector organizations for the provision of eldercare services, in accordance with the criteria established in this chapter.

This chapter provides an outline of the Aging and Adult Administration on Aging operational principles and procedures on the necessary and sufficient conditions for Area Agencies on Aging to enter into contractual relationships with private sector corporations for the provision of eldercare benefits. **This policy chapter is subject to change as additional information and/or regulations are received from the U.S. Department of Health and Human Services, Administration on Aging.**

Reference: Administration on Aging P.I.-90-06 Issued April 10, 1990.

3302 Operational Principles

3302.1 Eldercare activities/services may include the following:

- A) Information and Referral
- B) Advocacy
- C) Education and Training
- D) Service Coordination
- E) Support Groups

3302.2 Other services/functions may be provided through a corporate eldercare contract or other arrangement on behalf of corporate employees who have caregiver responsibilities for elderly relatives. These services may include Case Management, Home Care, Respite Care or Adult Day Care.

3303 Operational Procedures for Eldercare Activity

3303.1 **Exclusivity:** An Area Agency on Aging shall not enter into an eldercare agreement that demands exclusivity, inappropriate withholding of information or any other provision which limit the ability of the Area Agency on Aging to judge or act in the public interest, or which would restrict the ability of the Aging and Adult Administration to exercise appropriate oversight of the Area Agency on Aging.

3303.2 **Confidentiality:** The Area Agency on Aging must assure all personal, identifying information obtained regarding corporate eldercare program participants remain confidential.

- A) Disclosure of program participant information in a form which identifies the participants (employed caregivers and their elderly relatives) is not allowed unless disclosure is required by court order, written consent by the program

participant or their legal representatives for program monitoring by Federal, State or Local authorities.

3303.3 *Public Interest and Oversight*: In order to enable an Area Agency on Aging to communicate publicly how its role in corporate eldercare supplements or supports its public purpose, goals and functions, Area Agencies on Aging shall describe any eldercare activities on services in their Area Plan on Aging or amendments to the Area Plan on Aging.

A) Area Agencies on Aging will make corporate eldercare contracts and other agreements available for the Aging and Adult Administration's review.

B) The Aging and Adult Administration will discharge its oversight responsibility through review and approval of the Area Plan on Aging, or amendment to the Area Plan on Aging.

3303.4 *Targeting*: Each Area Agency on Aging engaged in eldercare activities shall fully and effectively comply with its responsibilities to target resources and services to an older individual with the greatest economic or social need, with particular attention to a low-income minority older individual and an older individual living in rural areas.

3303.5 *Fiscal Controls and Operating Budgets*: Area Agencies on Aging shall establish separate accountability for Older Americans Act funds, or other public funds awarded to the Area Agency on Aging, as distinct from funds received from a private corporation under an eldercare contract or other arrangement.

A) Public funds shall not be used to supplement third party payments made by a corporation under an eldercare contract. Such subsidization not only would amount to compromising the purposes for which public funds were awarded, but also might be construed as a form of unfair competition with other potential providers who may wish to compete for eldercare contracts.

B) Corporate eldercare contracts with Area Agencies on Aging shall fully cover the cost of the activities and services, including the full cost of administration and overhead.

C) Contract operating budgets in the approved Area Plan on Aging shall include the services, revenues and planned units of service for eldercare contracts.

D) These budgets shall be updated annually to reflect the actual level of service to be performed during the fiscal year.

3303.6 *Programmatic and Expenditure Reporting*: Expenditures incurred in the provision of eldercare services shall be reported by the Area Agency on Aging to the Aging and Adult Administration on forms developed by the Aging and Adult Administration or an approved facsimile which contains the information identified by the Aging and Adult Administration.

A) Programmatic information including services provided, units provided and monthly and year-to-date client counts shall be provided by the Area Agency on Aging to the Aging and Adult Administration on forms developed by the Aging and Adult Administration or an approved facsimile which contains the information required by the Aging and Adult Administration.